5 April 1963

MEMORANDUM FOR: The Director of Personnel

SUBJECT: Delinquent Fitness Reports

REFERENCE: Your Memorandum of 2 April 1963, subject
as above

1. This morning I discussed with General Carter the pro-
priety of the action indicated in paragraph 3 of reference. He
agreed that no copy of the memorandum should be placed in

STATINTL [REDACTED] Official Personnel File. Therefore, would
you please take necessary action to withdraw the memorandum
from the File and reissue it, minus paragraph 3 as written in
reference.

STATINTL 2. [REDACTED] will reply to you separately on para-
graphs 1 and 2 of reference. He assures me that the NE Division
will have no Fitness Report delinquencies after 9 April.

[REDACTED]
Richard Helms
Deputy Director (Plans)

ILLEGIB

STATINTL cc: [REDACTED]
Chief, NE Division

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Delinquent Fitness Reports

REFERENCE : Memo to DDCI fm Chief, NE & SA Div, dtd 18 Mar 63, same subject

1. The Deputy Director of Central Intelligence considers reference memorandum unacceptable as an answer to his Action Memorandum 159 dated 8 March 1963. The clean-up campaign on 1962 Fitness Reports started in January 1963 and on 11 February the DDCI, by memorandum, advised each Deputy Director of his intention to formally reprimand any official having delinquent fitness reports of 90 days or more in the absence of acceptable STATINTL reasons for further delay.

2. The Action Memorandum of 8 March expressly informed [   ] that "timeliness" was considered by General Carter to be of "critical consideration." Yet, paragraph f. of [   ] report indicates that STATINTL 39 fitness reports were still delinquent as of 18 March and paragraph e. indicates the intent to correct this situation within 90 days. In the absence of a compelling reason justifying so extended an action period, I think you should direct the Chief, NE & SA Division to take immediate action in order that all the delinquent reports may be in the Office of Personnel not later than 30 April.

Ernest D. Echols
Director of Personnel

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